

**INDIANA
WORKFORCE
DEVELOPMENT**



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TO: All DWD Field Managers and Supervisors

FROM: Bruce F. Kimery, Deputy Commissioner
Finance & Administration/Controller

DATE: March 18, 2002

SUBJ: DWD Communication #2001-27
Electronic Call Tags

RE: All ordering sections.

PURPOSE: To inform offices of procedures to receive Call Tags for items being returned to Supply Services.

RECISSIONS: None

ACTION:

Supply Services will begin issuing electronic call tags for items being returned instead of the current method of UPS delivering a call tag to field offices. A revised Fax Sheet is attached for future use. Changes include a line for the e-mail address of the office contact who is to receive the call tag. Also, two additional toner cartridges have been added to the list for recycling. In accordance with the Governors policy on Greening the Government, every empty toner cartridge must be returned in order for offices to receive replacements of that type.

When ordering, complete the fax sheet and submit it to Supply Services at 317-233-5550. Supply Services will e-mail the call tag the next day. When received, the electronic call tag may be printed locally and inserted into a UPS Shipping Pouch or simply tape it to the package. Offices may e-mail Dennis Palmer in Supply Services to obtain a supply of shipping pouches.

Offices should fax a request for a call tag as soon as you have an empty cartridge for return to Supply Services. Prepare the used cartridge for return using the box the new one was packaged in. Be sure to use the original packing material and affix the issued UPS call tag.

Offices will continue to order replacement toner from the Supply Services using the online Inventory ordering system.

EFFECTIVE DATE: Immediately upon receipt.

REVIEW DATE: March 18, 2004